

## 2026 JOB DESCRIPTION – SUMMER INTERN

### **Company Information:**

Grow your public relations skills by working with a fun and dynamic team doing meaningful work! Inspire, based in Columbus, Ohio, is recognized as a trusted communications partner to valued brands. Inspire provides award-winning communications, marketing, digital and public relations solutions for a wide range of clients. We are committed to delivering high-quality, innovative communications services that are carefully tailored to meet the individual needs of our clients.

We are looking for an energetic, creative and naturally curious summer intern to join our fun-loving team of dedicated communications pros. At Inspire, you will have access to skilled mentors in media and influencer relations, digital marketing, crisis communications and more. Inspire supports clients across many sectors, including food and agriculture, trade and member associations, non-profits, restaurants, tourism and hospitality, development and construction, and pet care. Inspire's summer intern will have the opportunity to support our work in these sectors – especially food and agriculture – so demonstrated experience is a plus.

We are passionate about what we do and are proud of the clients we work for and the people who work with us. We offer a flexible work environment and are committed to the professional development of our team.

### **Job Summary:**

Inspire is seeking a motivated, passionate and organized individual to serve as a part-time (20 hours/week) communications intern. The candidate will conduct work on behalf of Inspire clients, assist account teams in managing projects and reporting to clients, conduct research and daily media monitoring, and provide social media and media relations support for Inspire and for the firm's clients.

This internship also will provide the candidate with an opportunity to develop and strengthen professional skills, create work samples for the individual's portfolio, and learn the role of working in a PR agency. This internship is 13 weeks (May 11-August 10), and our workplace operates on a hybrid schedule. As such, the position includes a mix of in-person and remote work, and so a candidate located near our central Ohio office is desired.

### **Job Responsibilities:**

- Assist account team members with their day-to-day responsibilities for specific client accounts.
- Conduct new business and client research and analyses.
- Write, edit and proofread materials, including press releases, social media posts, blog content, media pitches, fact sheets and client correspondence.
- Find and identify stories while monitoring media and suggest pitching opportunities for clients.
- Develop lists of the most appropriate journalists and bloggers for media outreach.
- Conduct social media research and audits, as needed.
- Write and develop content ideas for Facebook, Instagram, X, TikTok, LinkedIn, Pinterest and blogs.

- Research social media content ideas using online monitoring tools and search engines.
- Monitor, track and report editorial and social media coverage for clients.

#### **Minimum Qualifications:**

- Completion of one other relevant internship experience preferred.
- Full-time undergraduate student or recent graduate of communications, journalism, marketing or a related area of study. Previous work experience in public relations, communications, journalism, marketing or related field is a plus. Applicants with demonstrated food and agriculture experience is also a plus.
- Strong written and verbal communications skills and ability to juggle multiple tasks under tight deadlines.
- Proficient in using digital and media monitoring tools.
- Strong computer skills, including MS Office (Word, Excel, PowerPoint).
- Ability to work independently and as a team member.
- Intellectual curiosity and fun-loving personality.
- Team player who is eager to grow and learn.

Inspire provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

#### **Other Things for You to Know:**

- This is a paid position at \$17/hour.
- This position may require occasional travel within the central Ohio area; therefore, you must have a valid driver's license and reliable transportation.
- We will provide a company laptop for you to use during your internship; however, you must have high-speed internet access on a secure network (e.g., not a public coffee shop or the like).
- FLSA STATUS: part-time, non-exempt, temporary employee.
- LOCATION: Columbus, Ohio.
- TRAVEL: <10% to occasional team events and possible few days on-site for client projects.
- REPORTS TO: Meghann Winters-Rowe, account supervisor.

#### **How to Apply:**

If you would like to join a fun and rewarding team environment, please send your resume, cover letter, and at least one work sample and/or your portfolio to [meghannr@aboutinspire.com](mailto:meghannr@aboutinspire.com) by February 23, 2026.